

## Written Policy and Procedure for Covid-19 Prevention and Control Measures

### Vivian's Coffee Shop Restaurant and Lounge

Employee policies and procedures are implemented to ensure food handlers do not work if ill and to prevent becoming ill in workplace. Cleaning/sanitizing procedures are implemented to protect public through minimizing and frequent disinfection of common hand touch points and sanitization of food contact surfaces. Social distancing and other protective measures are further implemented to maximize the safety for the benefits of both the staffs and customers to ensure a safe environment.

#### Employee health

- Employees receive a temperature scan prior to beginning of each shift
- Masks will be worn by all staffs when interacting with customers
- Employees will practice social distancing and stay at least 6 feet from other people whenever possible
- Personal hygiene for employee:
  - Wash hand for at least 20 seconds, especially after going to the restroom, before eating, and after blowing nose, coughing, or sneezing
  - Always wash hand with soap and water. If soap and water is not available, then alcohol-based hand sanitizer will be used but must avoid working with unwrapped or exposed food.
  - Avoid touching eyes, nose, and mouth
  - Use gloves to avoid direct bare hand contact with ready-to-eat foods
  - Must wash hand with soap and water for at least 20 seconds before preparing or eating food
  - Cover mouth or nose when coughing or sneezing with tissue, then throw tissue in the trash and proceed to wash hands after
- A health survey is conducted with each employee prior to the beginning of each shift by asking if anyone is experiencing any of the Covid-19 symptoms
- Employees who experience any of the following symptoms are not allowed come to work:
  - Fever
  - Chills
  - Muscle pain or body ache
  - Headache or confusion
  - Cough
  - Shortness of breath or difficulty breathing
  - Congestion or runny nose
  - Sore throat
  - New loss of taste or smell
  - Nausea or vomiting
  - Diarrhea

- If an employee is sick at work, send them home immediately, Clean and disinfect surfaces in their workspace. Others at the facility with close contact (i.e. within 6 feet) of the employee during this time will also be sent home.
- Instruct sick or possible exposed employee to stay home and to follow local, Guam government and the Centers for Disease Control and Prevention, CDC guidelines.
- Policies listed on this document is shared to each employee to ensure knowledge and understanding to implement all procedures properly

### **Cleaning/Sanitizing procedures**

- Non-food items that may be used by multiple customers, such as menus, will be disinfected between each use
- Wash, rinse, and sanitize food contact surfaces dishware, utensils, food preparation surfaces, and beverage equipment after each use
- High contact touchpoints, such as phone, door handles, credit card terminals, equipment handles, condiment bottle, salt and pepper shakers, etc. will be cleaned and disinfected after each use
- Hand sanitizer will be provided upon entering and exiting the establishment
- Restrooms will be disinfected every hour
- Tables and chairs will be disinfected after each use

### **Social Distancing and Other Protective Measures**

- Staggered seating (every other table) will be implemented to ensure proper six feet social distance among customers when dining in
- Reservation process may be used to ensure social distancing is adhered to and avoid overcrowding of people gathering
- The establishment will follow local Guam government requirements and policies when allowing a certain number of customers to dine in
- Customers will be encouraged to call the establishment when placing order for takeout. Customers will also be encouraged to do curbside pick by calling the establishment when picking up their takeout(s).
- Signage is posted at the entrance or within the facility to inform the dining public to:
  - Maintain social distancing of six feet
  - Stay home and not enter if they are ill or have any of the Covid-19 symptoms
- Customers will be encouraged to wear their mask or face covering when not seated at their table
- Temperature check will be done to all customers before entering the establishment
- Customer will be asked to leave if their temperature is 38 °C/100.4 °F or higher
  - Note temperatures shown above is from the Centers for Disease Control and Prevention, CDC website
- A copy of this written policy and procedure will be posted in visible area within the facility for the public to view